



CATTERALL PARISH COUNCIL

**Minutes of the Personnel Committee meeting held on
Tuesday 7th October 2025 at 8:05pm at Catterall Village Hall**

Present: Cllrs J Finch (Chair), I Brayshaw, S Kirkman and P Perks.

In Attendance: E Millington (Clerk and RFO).

1. Election of the Chairman

Councillors **resolved** to elect Cllr J Finch as Chair of the Personnel Committee for one year.

2. Apologies for Absence

None.

3. Declarations of interest and dispensations

There were no declarations of interest nor any request for a dispensation for any item on the agenda.

4. Public participation

At the request of the Chair, councillors **resolved** to adjourn the meeting to allow non-councillors to speak.

At the conclusion of the public participation and at the request of the Chair, councillors resolved to reconvene the meeting.

5. Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960 councillors **resolved** to exclude the press and public to consider confidential employment matters.

6. Clerk's annual appraisal

Cllr Finch conducted the Clerk's appraisal on the 12th September. A summary was provided to the Personnel Committee for review in line with the Committee's terms of reference.

Councillors **resolved** to accept the appraisal summary.

There being no other business the Chair closed the meeting at 8:30pm.

Personnel Committee

Cllr. I Brayshaw, Cllr. J Finch, Cllr. P Perks and Cllr. S Kirkman